



**Nevada Legislative Counsel Bureau
Administrative Division
Information Technology Services**

Geographic Information Systems Technician

POSITION: The Geographic Information Systems (GIS) Technician reports to the manager of the GIS group of the Information Technology Services unit of the Administrative Division.

SALARY AND BENEFITS:

Salary range: \$21.82 - \$32.42 per hour based on the Employer/Employee Retirement rate (Grade 35). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits, after the appropriate waiting periods. Other optional benefits are available, including a deferred compensation program. This is a temporary job starting on October 1, 2010 and ending on or before July 31, 2011.

SUMMARY:

The GIS Technician will support all Reapportionment & Redistricting activities for the 2011 Legislative Session, including, but not limited to, working with GIS software, creating various maps and statistical reports, training users on GIS and the redistricting application and providing technical support for all redistricting purposes. Other duties may include end user support of hardware and software issues including word processing and general computer-use questions.

This job description provides a descriptive list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

DUTIES & RESPONSIBILITIES:

- Provide technical support to legislators, staff and constituents throughout the Reapportionment & Redistricting process
- Train legislators, staff and constituents on the functionality of the redistricting software
- Provide redistricting support to the legislators, staff and constituents by creating districts, using the redistricting software, under the direction of the customer
- Design and produce thematic district maps
- Provide statistical population reports and tables, based on redistricting plans
- Format and import various data into the redistricting database
- Meet with and provide assistance to state and local officials regarding reapportionment and redistricting issues
- Respond to requests via email or telephone

- Provide timely, onsite support
- Provide service to walk in customers
- Establish and maintain good customer relations
- Provide high quality customer service through courteous, prompt and accurate communication
- Provide follow up with customers to ensure satisfactory resolution of service requests
- Other duties as assigned

KNOWLEDGE OF:

- Microsoft Office 2003/2007
- Windows XP/Vista/7
- Internet; various research and search tools
- Environmental Systems Research Institute's (ESRI) ArcGIS and ArcServer software

ABILITY TO:

- Work well with others and work efficiently on a team
- Provide exceptional communication and collaboration skills
- Possess a friendly presence and helpful attitude; maintain good interpersonal skills
- Communicate effectively with customers, both technical and non-technical
- Provide a strong customer service focus with a willingness to follow through
- Maintain confidentiality of information
- Productively handle changing priorities
- Quickly adapt to new situations and challenges
- Exercise patience and professionalism during stressful situations
- Learn and retain new skills quickly and effectively
- Define complex problems and select the best course of action
- Visualize a problem or situation and think abstractly to solve it
- Pay attention to detail with a high degree of accuracy

WORKING CONDITIONS:

- This position requires extended hours during the Legislative Session, including weekends and evenings; a flexible schedule is mandatory
- This position is located in Carson City, Nevada

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent
- A Bachelor of Arts degree is preferred, but not required
- Environmental Systems Research Institute's (ESRI) ArcGIS software or other GIS applications
- Previous customer service/support experience

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staffed agency serving to support the legislative branch of government and collectively serves the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above outlined duties, abilities and job functions. Finalists may be subject to a background check.

All applicants must submit a Legislative Counsel Bureau Employment Application. Applications must be submitted no later than Friday, September 3, 2010 at 12:00 p.m.

Applications are available at the Legislative Counsel Bureau or at www.leg.state.nv.us/openings.

Applications may be dropped off in person at:

Legislative Counsel Bureau Administrative Division
401 South Carson Street
Carson City, Nevada

Or mail to:

Ken Kruse
Human Resources / Accounting Unit
Legislative Counsel Bureau
401 S. Carson Street
Carson City, NV 89701